City of Goodyear
Engineering Department

How to Apply for Engineering Related Permits

Electronic Plan Review User

ARIZONA
Goodyear

Electronic Plan Review Applicant User Guide

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The City of Goodyear's Electronic Plan Review
Application Process using ProjectDox©

1. Introduction

The City of Goodyear Engineering Department uses an Electronic Plan Review system that has significantly changed the way engineering plans are reviewed and approved by the City. The Electronic Plan Review system allows construction plans, reports, exhibits, and any other document to be electronically submitted to the City of Goodyear Engineering Department for review. Once the City's review is complete comments are provided to the applicant electronically. Subsequent submittals and reviews will follow the same electronic review and comment process until the plans/reports are approved.

The Electronic Plan Review system has been implemented by the City of Goodyear Engineering Department in an effort to streamline the construction review process and to assist in reducing costs associated with production, delivery, and pickup of civil engineering construction plans. Both the City and the development community have realized the financial benefits of submitting and reviewing plans via an electronic platform. The Electronic Plan Review process also provides several "environmentally green" benefits. Those benefits most noticeable include a reduction of paper and fuel consumption.

The City of Goodyear Engineering Department is currently utilizing the Electronic Plan Review system for all civil construction plan packages. All plan review related documents must be submitted via the Electronic Plan Review system.
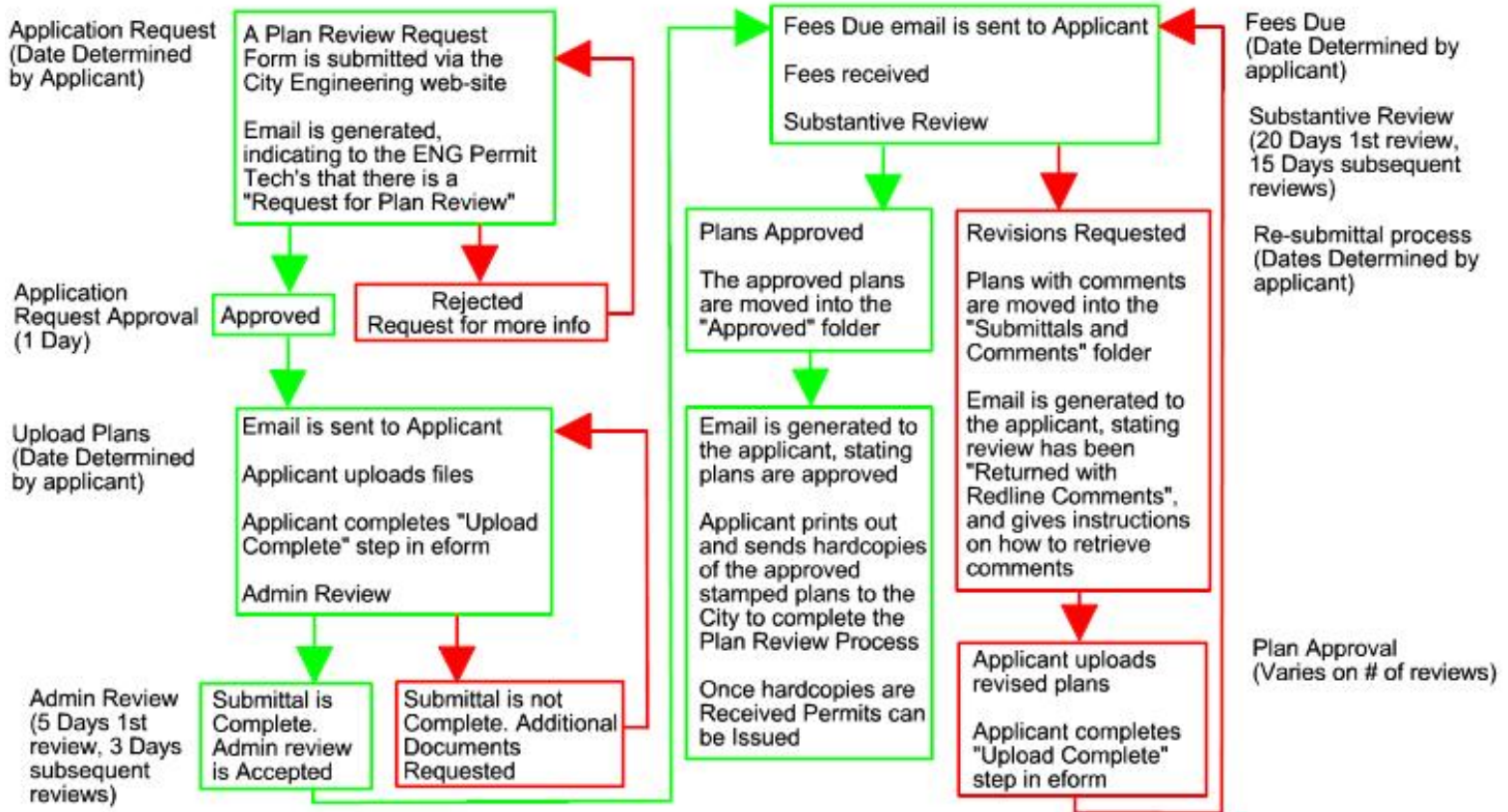
The Electronic Plan Review system allows for several efficiencies and conveniences:

- Submission of plans via computer, 24 hours, 7 days a week.
- Simultaneous review of the plans by City staff.
- City comments are provided in electronic type reducing the confusion sometimes encountered with handwriting.
- Immediate access to approved plans in electronic format.
- City comments and redlines are viewable on multiple computers and locations at the same time enabling collaboration and discussion without lengthy trips to the City.

We hope that you find this User Guide to be of benefit in conjunction with other written materials available on our web page http://www.goodyearaz.gov/index.aspx?nid=2532 . As always we welcome and value your feedback on the system and our service performance.

2. Electronic Plan Review Basics

Electronic Plan Review Flow Chart

Application Request (Date Determined by Applicant) → A Plan Review Request Form is submitted via the City Engineering web-site. Email is generated, indicating to the ENG Permit Tech's that there is a "Request for Plan Review"

Application Request Approval (1 Day) → Approved / Rejected Request for more info

Upload Plans (Date Determined by applicant) → Email is sent to Applicant. Applicant uploads files. Applicant completes "Upload Complete" step in eform. Admin Review

Admin Review (5 Days 1st review, 3 Days subsequent reviews) → Submittal is Complete. Admin review is Accepted / Submittal is not Complete. Additional Documents Requested

Fees Due email is sent to Applicant. Fees received. Substantive Review

Plans Approved — The approved plans are moved into the "Approved" folder. Email is generated to the applicant, stating plans are approved. Applicant prints out and sends hardcopies of the approved stamped plans to the City to complete the Plan Review Process. Once hardcopies are Received Permits can be Issued

Revisions Requested — Plans with comments are moved into the "Submittals and Comments" folder. Email is generated to the applicant, stating review has been "Returned with Redline Comments", and gives instructions on how to retrieve comments. Applicant uploads revised plans. Applicant completes "Upload Complete" step in eform

Fees Due (Date Determined by applicant)

Substantive Review (20 Days 1st review, 15 Days subsequent reviews)

Re-submittal process (Dates Determined by applicant)

Plan Approval (Varies on # of reviews)

How Does Electronic Plan Review Work?

When an applicant (engineer, developer, architect, home owner, business owner, or agent) submits an Engineering Plan Review Request via the City's website, the Electronic Plan Review system will invite the applicant by email to upload the electronic plans and all relevant documents. City review staff will then have simultaneous access to review the plans and note any corrections directly on the plans. Comments added by the City will not change or alter the underlying drawing. The applicant is notified of the corrections requested and the revised plans are electronically resubmitted to the City. When the plan review process is complete, the applicant can download the approved plans. The applicant must then submit a hardcopy of the approved stamped plans to the City's Engineering Department to complete the review process and obtain permits.

What Technology Do I Need to Use Electronic Plan Review?

The City's Electronic Plan Review system can be accessed by using Internet Explorer Version 6 or greater, Chrome, Fire Fox, Android, and Apple systems.

Plans must be submitted in PDF format. Many CAD and word processing programs have the option of printing files as a PDF.

The Electronic Plan Review system uses pop-ups to bring up different screens. Before entering the system you will need to allow pop-ups for the City's website "www.goodyearaz.gov". If you have multiple toolbars open, all toolbars with different search engines must have pop-ups enabled for this site, Google, Yahoo, etc..

To be able to upload files, view files, and download comments, you must have Active X Controls installed on your computer. Your operating system and security settings will dictate the installation procedure. For help, see the troubleshooting section page 13 of this guide.

3. Electronic Plan Review Request

How Do I Submit a Plan for Review?

For first reviews, the applicant must fill out and submit an Engineering Plan Review Application Request form to begin the review process. The City of Goodyear Engineering Department should be contacted at 623-882-7979 to assist if help is needed on any plan submittal.

Once the Engineering Plan Review Request has been submitted, a member of the Permitting staff will review your request, a project will be created, and an email will be sent to you. The email will include your User ID, temporary password, and instructions on uploading your plans. If you do not receive this email within one business day, call the Engineering Department for assistance at 623-882-7979.

See the City of Goodyear Engineering web page to log into the Electronic Plan Review system.

4. Drawing Submittal Process

Format Requirements

- One multi-page PDF for each plan set under a single cover sheet.
- One multi-page PDF for each report.
- Plans that are scanned shall be scanned from a 24"x36" sheet, at a resolution of 400 dpi.
- Drawings plotted to a PDF directly from CAD shall be plotted as 24"x36" sheets and rotated to landscape view at a resolution of 200 dpi.
- Reports, documents, and transmittals shall be submitted at a resolution of 200 to 400 dpi.
- Plan sheets and reports shall be monochrome with white background (print ready).
- File names must not exceed 70 characters in length; see the "File Naming Convention" section of this guide on page 7. The system doesn't support special characters.
- Reports with exhibits that have aerial photography backgrounds or large amounts of hatching are problematic to the Electronic Plan Review system. Print these documents out, scan, and use the scanned file in your upload to avoid problems uploading or having to resubmit at a later date.

File Naming Convention

Type of Plans & Reports	Scales	File Names	Example of File Name
Mass Grading	(1"=100') max	20(HTE)-C99	2014-0000-C99
Drainage Report		20(HTE)-DR99	2014-0000-DR99
SWPPP	(1"=40') max		
Narrative		20(HTE)-SWP	2014-0000-SWP
Grading & Drainage	(1"=40') max	20(HTE)-C1	2014-0000-C1
Drainage Report		20(HTE)-DR	2014-0000-DR
SWPPP	(1"=40') max		
Narrative		20(HTE)-SWP	2014-0000-SWP
SWPPP (If submitted separately)	(1"=40') max	20(HTE)-C2	2014-0000-C2
Narrative		20(HTE)-SWP	2014-0000-SWP
Sewer & Water	(1"=20' & 1"=4'V)	20(HTE)-C3	2014-0000-C3
Sewer Report		20(HTE)-SR	2014-0000-SR
Water Report		20(HTE)-WR	2014-0000-WR
Sewer (If submitted separately)	(1"=20' & 1"=4'V)	20(HTE)-C3	2014-0000-C3
Sewer Report		20(HTE)-SR	2014-0000-SR
Water (If submitted separately)	(1"=20' & 1"=4'V)	20(HTE)-C4	2014-0000-C4
Water Report		20(HTE)-WR	2014-0000-WR
Irrigation (RID)	(1"=20' & 1"=2'V)	20(HTE)-C5	2014-0000-C5
Paving	(1"=20' & 1"=2'V)	20(HTE)-C6	2014-0000-C6
Storm Drain	(1"=20' & 1"=2'V)		
Sign & Striping	(1"=40') max		
Streetlight	(1"=40') max	20(HTE)-C7	2014-0000-C7
Traffic Signal	(1"=40') max	20(HTE)-C8	2014-0000-C8
Traffic Report		20(HTE)-TR	2014-0000-TR
Storm Drain (If submitted separately)	(1"=20' & 1"=2'V)	20(HTE)-C9	2014-0000-C9
Drainage Report		20(HTE)-DR	2014-0000-DR
Reclaimed Water	(1"=20' & 1"=2'V)	20(HTE)-C10	2014-0000-C10
Reclaimed Report		20(HTE)-RWR	2014-0000-RWR
Signing & Striping (If submitted separately)	(1"=40') max	20(HTE)-C11	2014-0000-C11
Miscellaneous		20(HTE)-C12	2014-0000-C12
Landscape	(1"=20') max	20(HTE)-LS	2014-0000-LS
Dry Utility Plans	(1"=20') max	20(HTE)-UT	2014-0000-UT
Commercial Improvement Plans		20(HTE)-C1	2014-0000-C1
Grading & Drainage	(1"=40') max		
Drainage Report		20(HTE)-DR	2014-0000-DR
SWPPP	(1"=40') max		
Narrative		20(HTE)-SWP	2014-0000-SWP
Sewer & Water	(1"=20' & 1"=4'V)		
Sewer Design Rpt		20(HTE)-SR	2014-0000-SR
Water Design Rpt		20(HTE)-WR	2014-0000-WR

Notes:

1) In the rare case where a single page PDF needs to be uploaded, a 3 digit sheet number will be added to the end of the conventional plan set name (2014-0000-C1-001).

2) Include "Reference" in the name if the drawing is not submitted for approval.

Upload Files

*** Remember, before uploading files, you must install the ProjectDox© Components/ Active X Controls/ Brava Viewer.
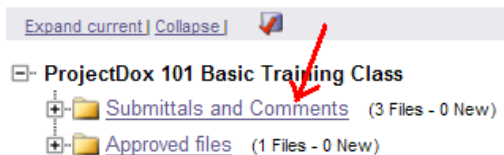
1. Locate a PDF scan of the approved site plan or preliminary plat along with the associated stipulations, as these documents will be required along with the other plans being submitted.
2. Name each plan set and report PDF according to the "File Naming Convention" on page 7.

3. Log into the Electronic Plan Review system.
4. Enter your email address (User ID).
5. Enter your password (if you are a first time user, enter the temporary password from the email invite. You will be asked to change this to a personalized password in a later step). For help, see the troubleshooting section of this guide.
6. For first time users, the first screen you will see is the "Profile Screen".
7. Change your password, type in your security question and answer, and fill in your contact information.
8. Click the "SAVE" button.
9. Click on the "Projects" button in the Menu Bar at the top of the screen. (This page will be your default page the next time you login).

10. The projects shown on the left side of the screen are your projects. If you don't see the project you need to access, call the Engineering Department for assistance 623-882-7979.
11. Click on the project to which you would like to enter.

12. Click on the "Submittals and Comments" link.

Expand current | Collapse |

□ ProjectDox 101 Basic Training Class
⊞ 📁 Submittals and Comments (3 Files - 0 New)
⊞ 📁 Approved files (1 Files - 0 New)

13. At the left side of the screen, click on the "Upload Files" button. Browse to the location on your computer where you saved the PDF's, hold the keyboard "Ctrl" button down while selecting all the files you wish to upload.

Expand current | Collapse |

View Folders | Upload Files

Current Sort: - Select -
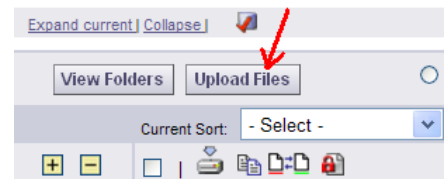
14. Click the "open" button.
15. Click on the "Upload Now" button. The program will state which files have been uploaded.
16. Close that window.
    a. If the upload was successful, you will see a thumbnail of the plan set on the left side of your screen. To open the file either click on the file thumbnail or on the name of the file.
    b. If you see the words "Processing", then your files have not been uploaded. Please call 623-882-7979 for assistance.
    c. If you are not able to select a file to upload nor are you able to open a file already uploaded, then either you have not installed ProjectDox© Components or it is not installed correctly. For help, see the troubleshooting section page 21 of this guide

Congratulations! You have successfully uploaded files to The City of Goodyear Electronic Plan Review system.

Please give us call if you are experiencing difficulties at 623-882-7979. We will assist you in this process.

Upload Verification

Once files are uploaded to the folder, the folder list is replaced by thumbnail images of each file contained in the folder. Each thumbnail will display a file name, upload date, file size, upload author and icons. The first icon is related to file history. Prior versions and comments on those versions can be found by clicking on that icon.

Final-Plat.pdf
7/24/2012 8:55:31 AM, 3 MB
Tammy Valadez Paz

Electronic Plan Review
COG Engineering Department
April 2014
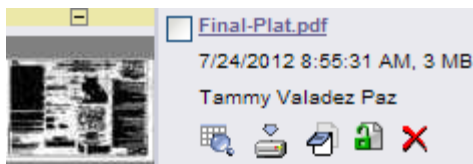
After uploading files to the system, open your task under the task list located at the bottom of the main projects page.

The e-form will open. Complete your task by clicking on the "Upload Complete" button at the bottom, to notify City staff.

Security Timeout

Due to security concerns, you will be automatically logged out of the system after 90 minutes of inactivity. To resume your work in the Electronic Plan Review system, click any button on the screen and the login page will automatically load.

5. Plan Review

The plans examiner will begin the review stage of the Plan Review process after confirming the submittal documents have met City of Goodyear minimum requirements and all fees have been paid. The plans will be removed from your access while in review. Once the plans have been reviewed by City staff, your plans will be moved back into the "Submittals and Comments" folder for your access.

6. Drawing Resubmittal Process

How do I View City Comments?

If City staff has comments or corrections requested of the documents, you will receive an email from the Plans Examiner requesting revised plans/ reports. There are two ways to view and download City comments.

1. Log into the Electronic Plan Review system. Click on your project's task located at the bottom of your screen under the task list. Under Markups, click on the review link for each document.

Markups

Cycle	Department	File	Markup
1	Engineering Reviewer	2014-0000-C1.pdf	1st rev
1	Engineering Reviewer	2014-14-0819-LS.pdf	1st rev PL-ENG
1	Engineering Reviewer	HTE 14-0819 Native Grill, Imp, LS, DR (1st) .doc	1st rev trans

2. On the main projects page, click on the project for which you want to see comments. Click on the "Submittals and Comments" folder.

Each file that contains comments will have a red pen with a red exclamation mark to the right side of it. This means there are comments attached to the plan set.
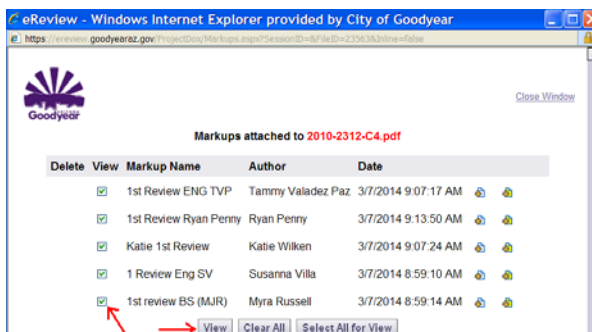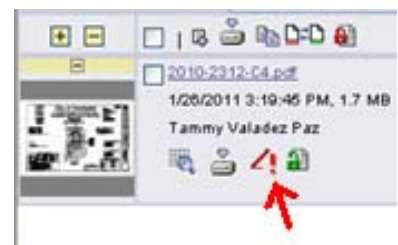
Clicking on this icon will bring up a menu showing all the reviewers that commented on the plan set. Check all boxes beneath the "View" column then click on the "View" button. If you can't open the markups or the page doesn't load this is an indication that the ProjectDox Components are not installed correctly. For help, see the troubleshooting section page 21 of this guide
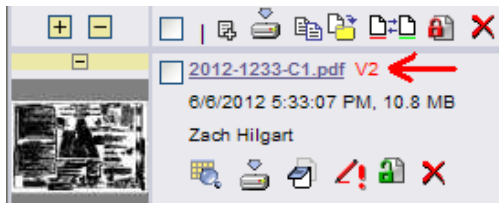
Downloading/ Saving City Comments to Your Computer

To create a PDF of the City Comments, use the following steps:

1. You must have the comments open for view. Click on the "Publish" button, top center of the screen.
2. Select "Publish to PDF".
3. Select "Burn-in current markup", then click "Publish".
4. Select "Save to file", then browse to a location on your computer where you would like the files saved.
5. Click "Save".

Upload Corrections

Once you have made all the revisions to your documents and are ready to resubmit, log into the Electronic Plan Review system and upload the corrected plans/ reports. Remember to name the file exactly the same as the one in the system. Verify a new version number is created when you upload your corrected drawings. If a version number is not created, confirm the drawing was revised and named the same. A file will not upload if there have been no changes to the file.

After you have successfully uploaded your corrected plans/ reports, open your task by clicking on the "CorrectionsRequested_ApplicantResubmit" task located at the bottom section of the main project page. The E-form will open. Place a check mark next to "I have revised the plans/reports ….." Click on the "Complete" button to notify Engineering staff that you have uploaded the revised documents.

Task Instructions

☑ I HAVE REVISED THE PLANS/REPORTS PER STAFF COMMENTS AND UPLOADED THEM INTO THE "SUBMITTALS AND COMMENTS" FOLDER USING THE SAME NAME AS THE ORIGINAL FILES.

| Complete | Cancel Task Acceptance | Save And Close |

7. Approval

After the plans/ reports are stamped approved they will be placed in the "Approved" folder of your project. An email will be sent to the applicant with notification that plans are approved and will contain instructions on how to obtain permit. Use the approved stamped plans/ reports to make hardcopies to send to the front counter of the Engineering Department to complete your review. Permits will not be issued until these hardcopies have been received.

Please note that the City will allow access to approved plans for a 3 month period. If copies of approved plans are needed after the 3 month period, contact the City or go to the City's web-site and fill out a Public Records Request.

8. Troubleshooting

Frequently Asked Questions

Q.   I can't get into the Electronic Plan Review system. It says, "Warning! You have a Pop-up Blocker enabled."

A.   You need to enable the Pop-up Blocker for this site in order to use the Electronic Plan Review system. If you have multiple toolbars open, all toolbars with different search engines must have pop-ups enabled for this site, Google, Yahoo, etc..To enable to blocker to allow this site:

- IE: Open Internet Explorer, Tools, Pop-up Blocker, and Pop-up Blocker Settings. Allow "ereview.goodyearaz.gov." This allows Pop-ups only from the City of Goodyear's Electronic Plan Review system.

Q.   I can't get into the Electronic Plan Review system. After entering my password the wheels keep spinning.

A.   The compatibility settings must be changed, follow these instructions.

1. Open up Internet Explorer 10.
2. Go to **Tools** and at the bottom of the list select **Internet Options**.
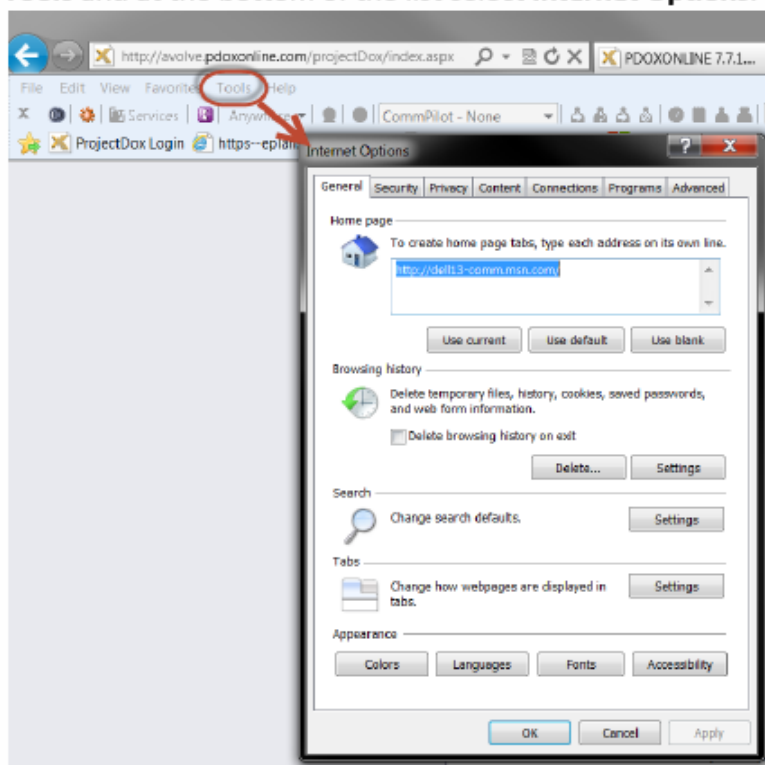
3. Select the **Privacy Tab**. Press the button called **Sites**. Add the ProjectDox website link and click **Allow.**
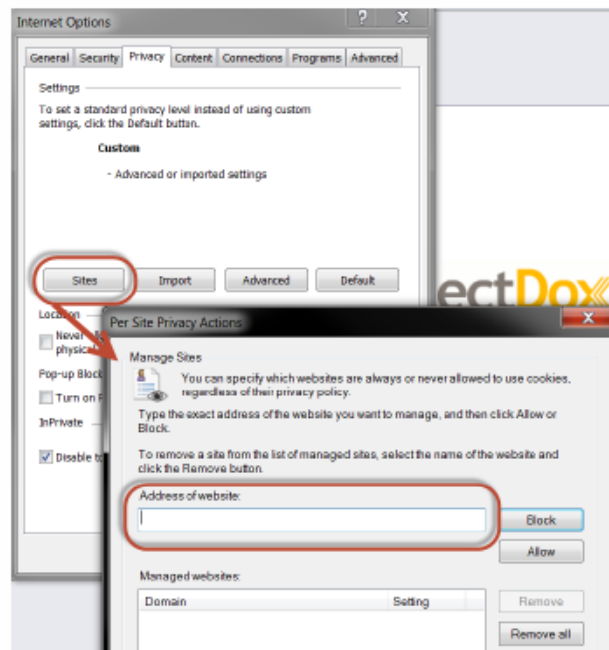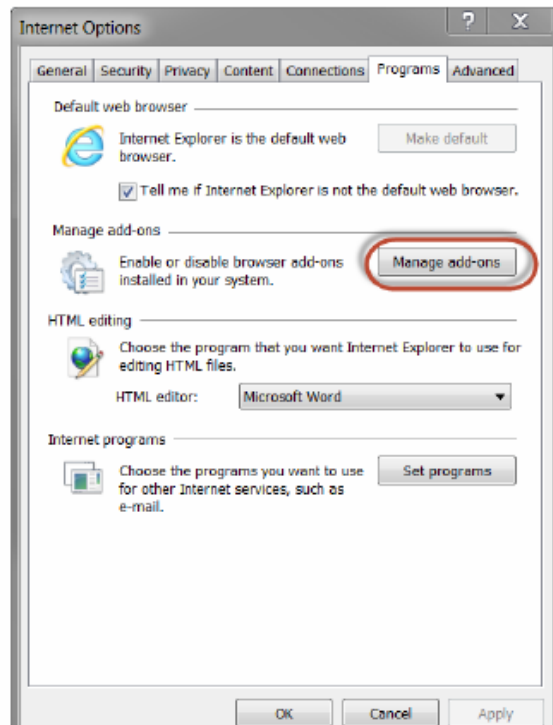

4. Select the **Security Tab**. Select **Trusted Sites** and press the button called **Sites**. Add your ProjectDox website link and click **Add.**
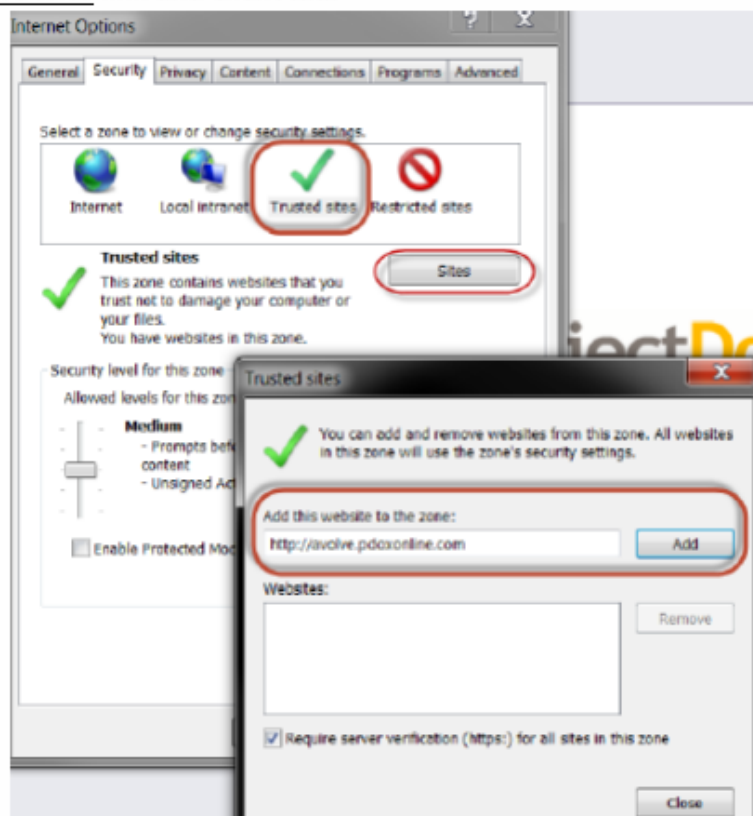
5. Now select the button **Advanced** under the **Privacy Tab.** Select **Override automatic cookie handling**.
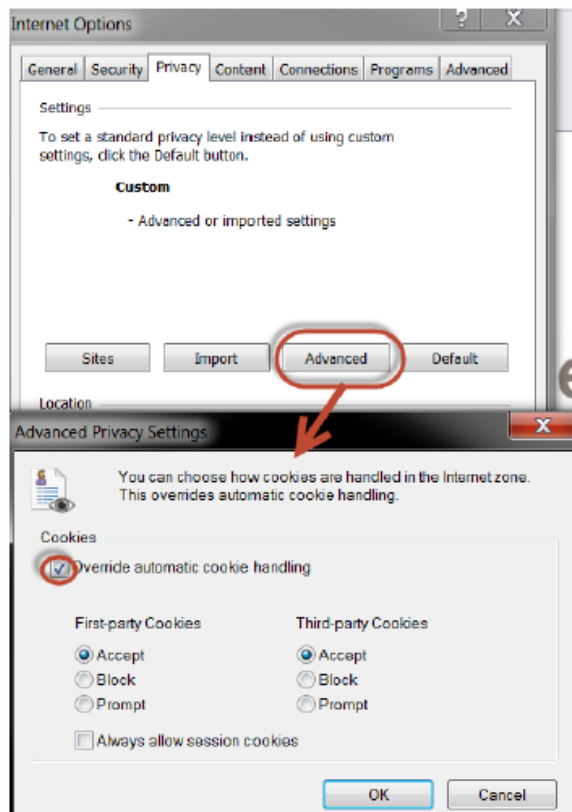

6. Select the **Programs Tab**. Press the button called **Manage add-ons.**

7. Now under **Show:** Select **All add-ons**. On the right there will be all the add-ons. Look into those and verify all of *the Informative Graphics, Chilkat Software Inc, Persists Software XUpload and Microsoft Silverlight* are all enabled.

   Note: If the column called status is not visible, right click on a header such as Publisher and select Columns and finally select status.
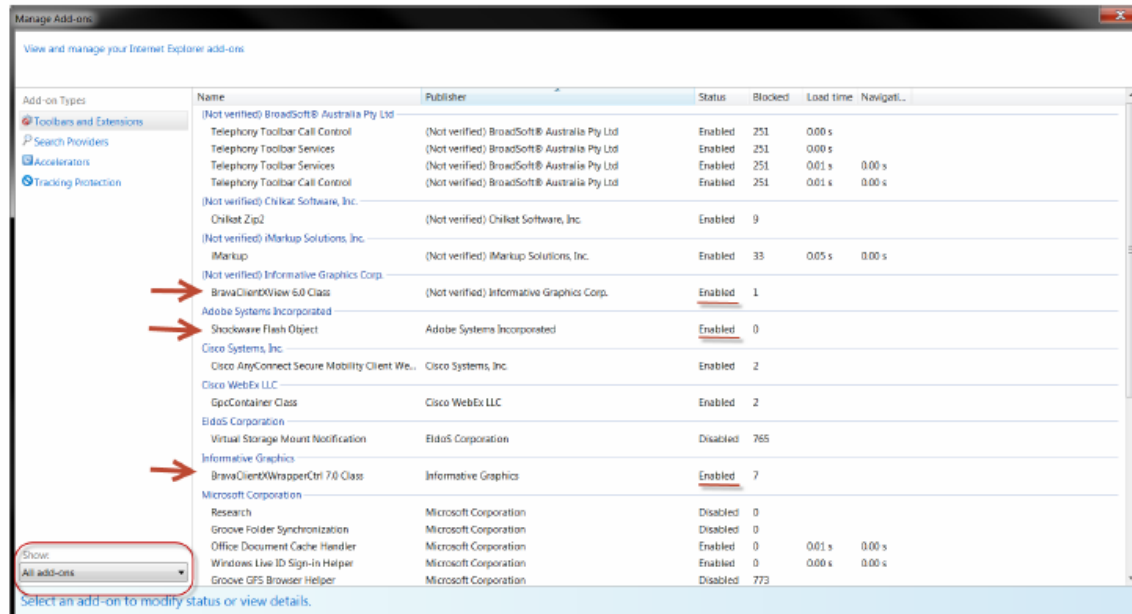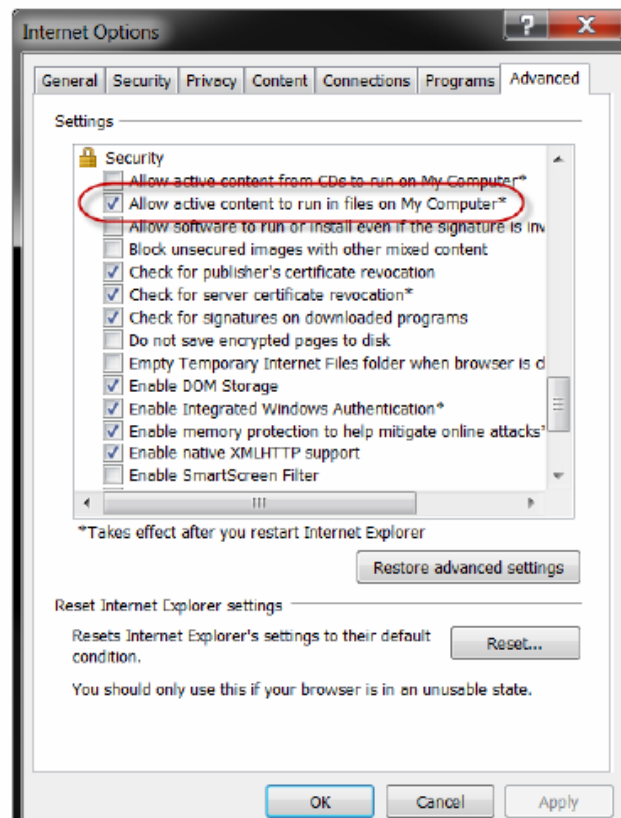

8. Look for **Persists Software XUpload** and click on **more information** on the bottom under Version. Make sure the ProjectDox Site is listed inside the white box. Press the **Close** Button.
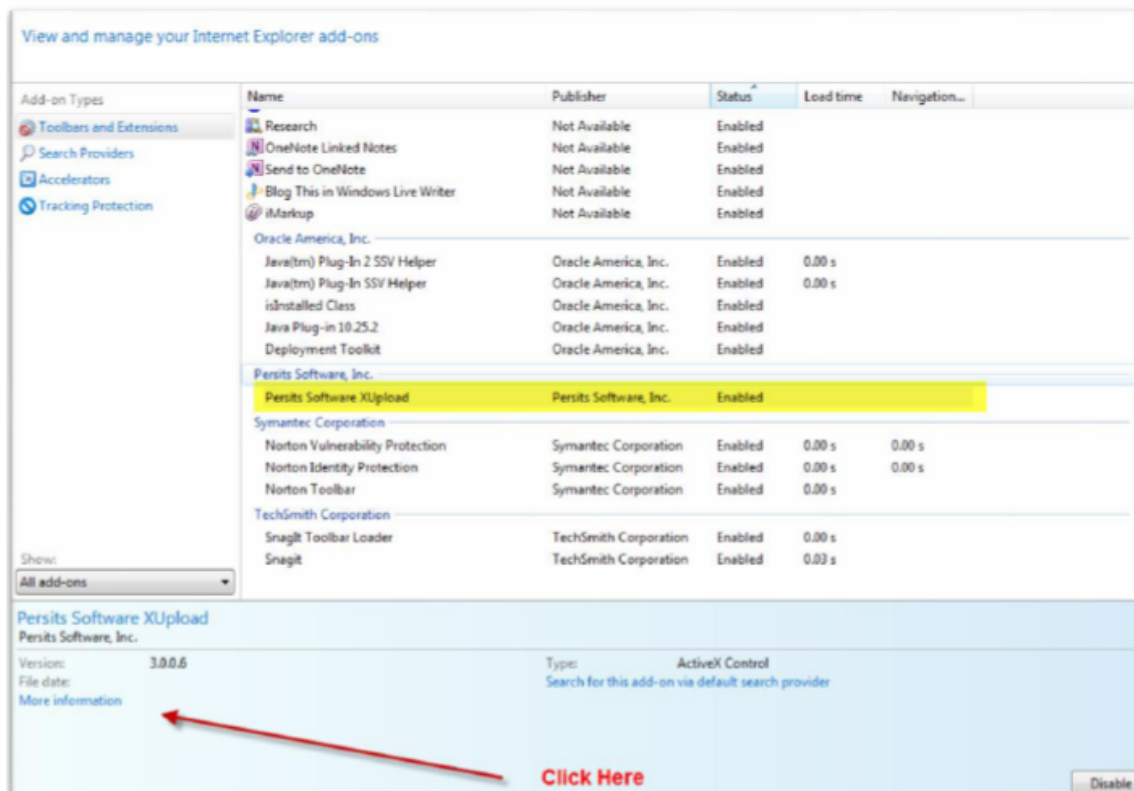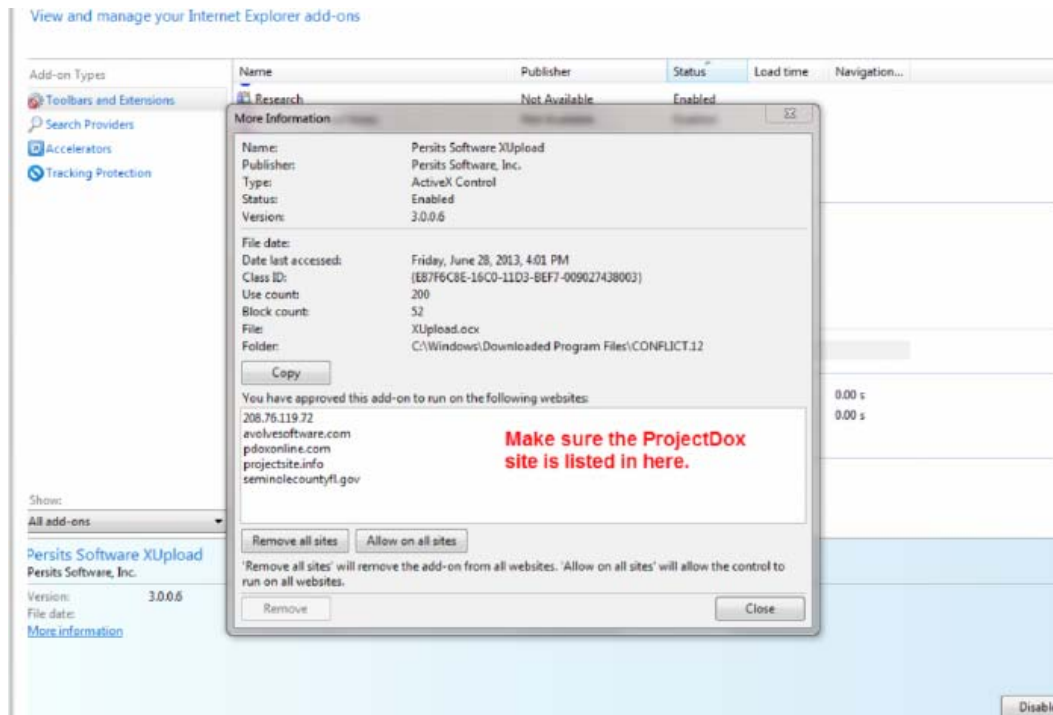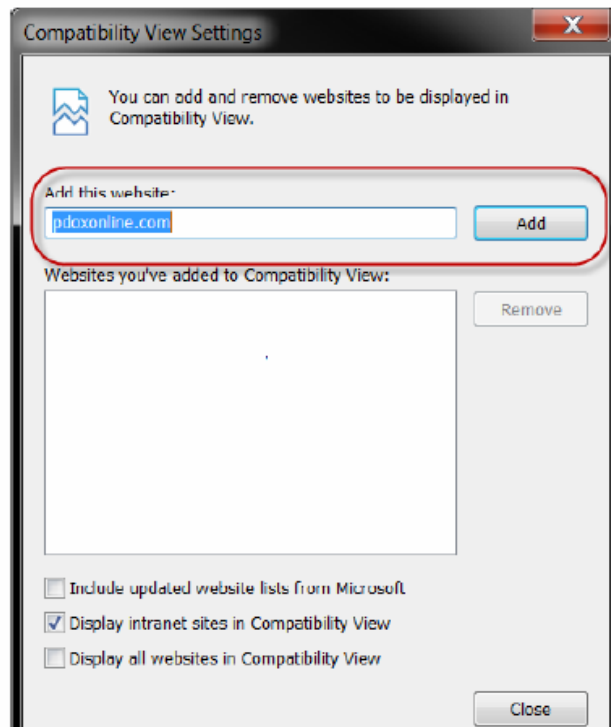
9. Select the **Advanced Tab**. Under **Settings** go to **Security** and under it select **Allow active content to run in files on My Computer.** Press **Ok** Button.

10. Finally, go to **Tools** like in Step 2 but this time select **Compatibility View Settings** on the menu. Add your ProjectDox website link and click **Add. Close all IE Windows and then restart IE**.


Internet Explorer 11

This Support Bulletin provides you with some important information about your ProjectDox® software and the latest compatibility with Internet Explorer 11. By adding the site to your trusted sites, changing some internet options and running compatibility mode it enables IE11 to work with ProjectDox.

By following the simple steps in this bulletin you will be able to use ProjectDox in IE11.
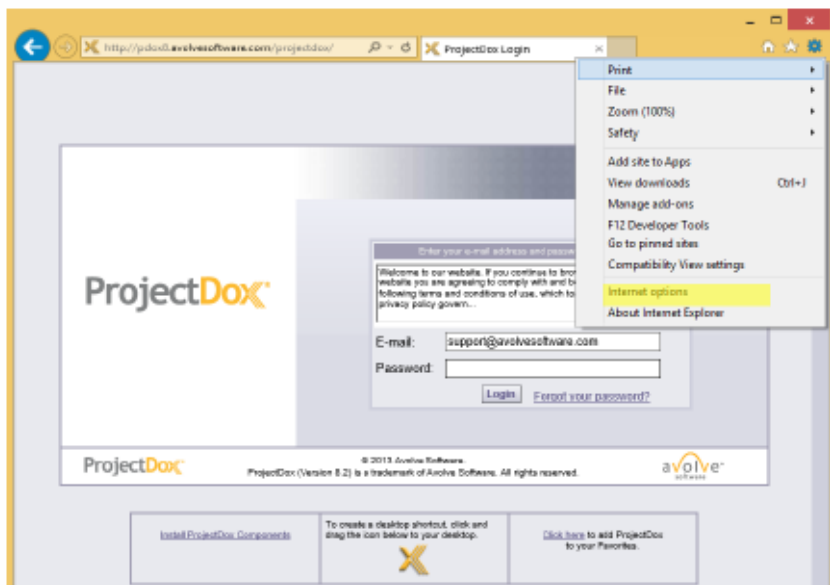
1. Open up Internet Explorer 11.
2. Go to **Tools** and Choose **Compatibility View settings**
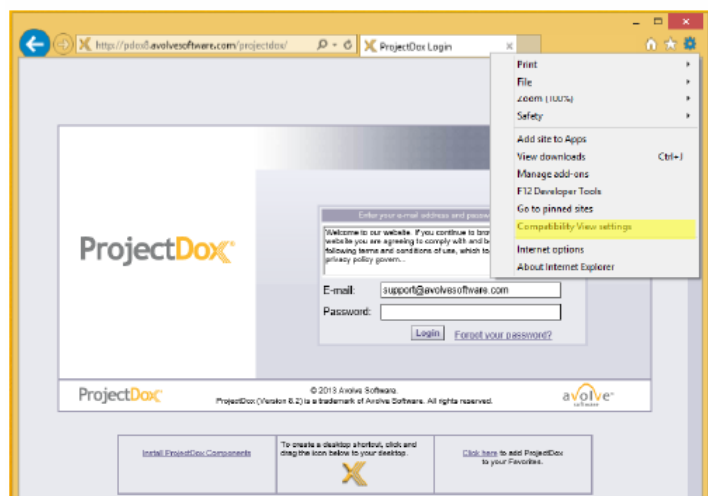
3. Make sure the domain of the ProjectDox site is visible in the: **Add this website**.
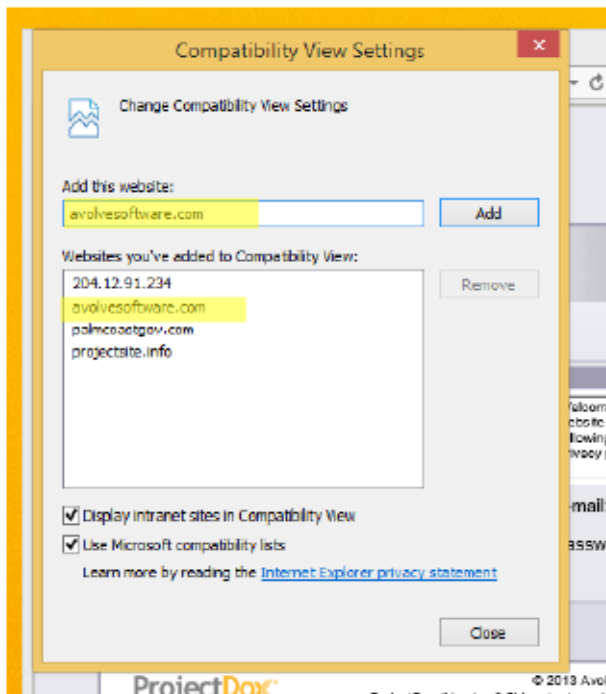

4. Click **Add** and verify that it is now visible in the: **Websites you've added to Compatibility View:**

5. Click **Close**

6. Go to **Tools** and at the bottom of the list select **Internet Options**.

7. Go to the **Security** Tab and click on **Trusted Sites**, then click on **Sites**.
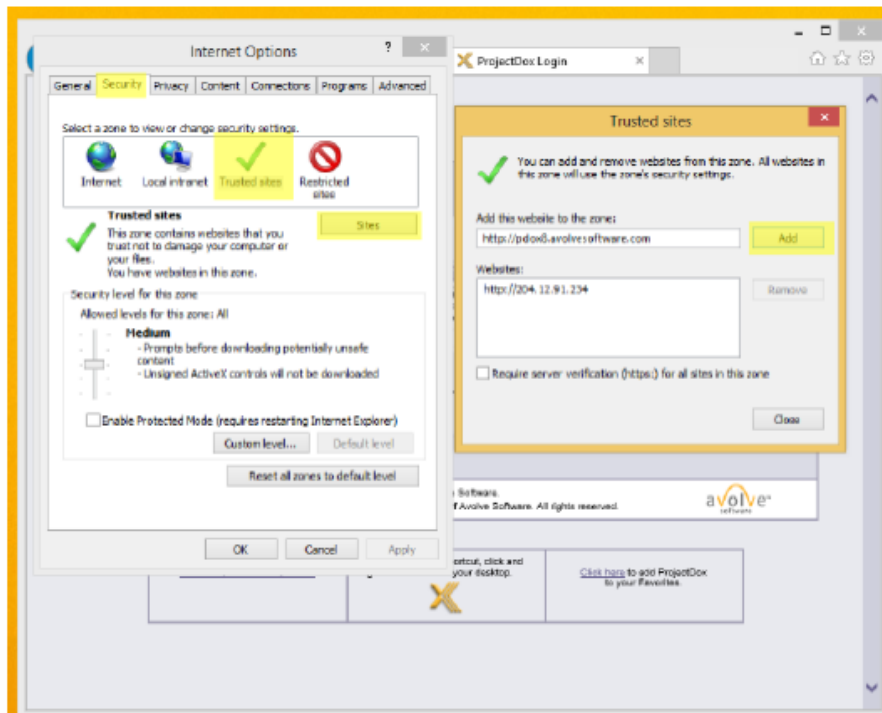
8. This will open a secondary popup. Verify the name of the ProjectDox website is in the: **Add this website to the zone**. Filed then Click **Add**.

9. Verify it is in **Websites** after clicking **Add.** Then click **Close**.

10. If you are able to and want to you can turn **Pop-up blocker** off.
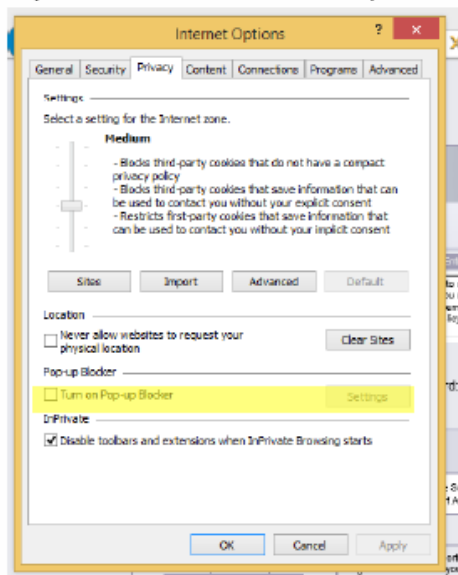
11. If you want to leave **Pop-up Blocker** on please configure it to allow Pop-ups on ProjectDox Site.

12. Go to the **Privacy** Tab

13. Put a check in **Turn on Pop-up Blocker** if not already there.

14. Choose **Settings**

15. Verify the ProjectDox website is in the: **Address of website to allow field**.

16. Click **Add**. Verify that it went into **Allowed sites**. Then click **Close**.
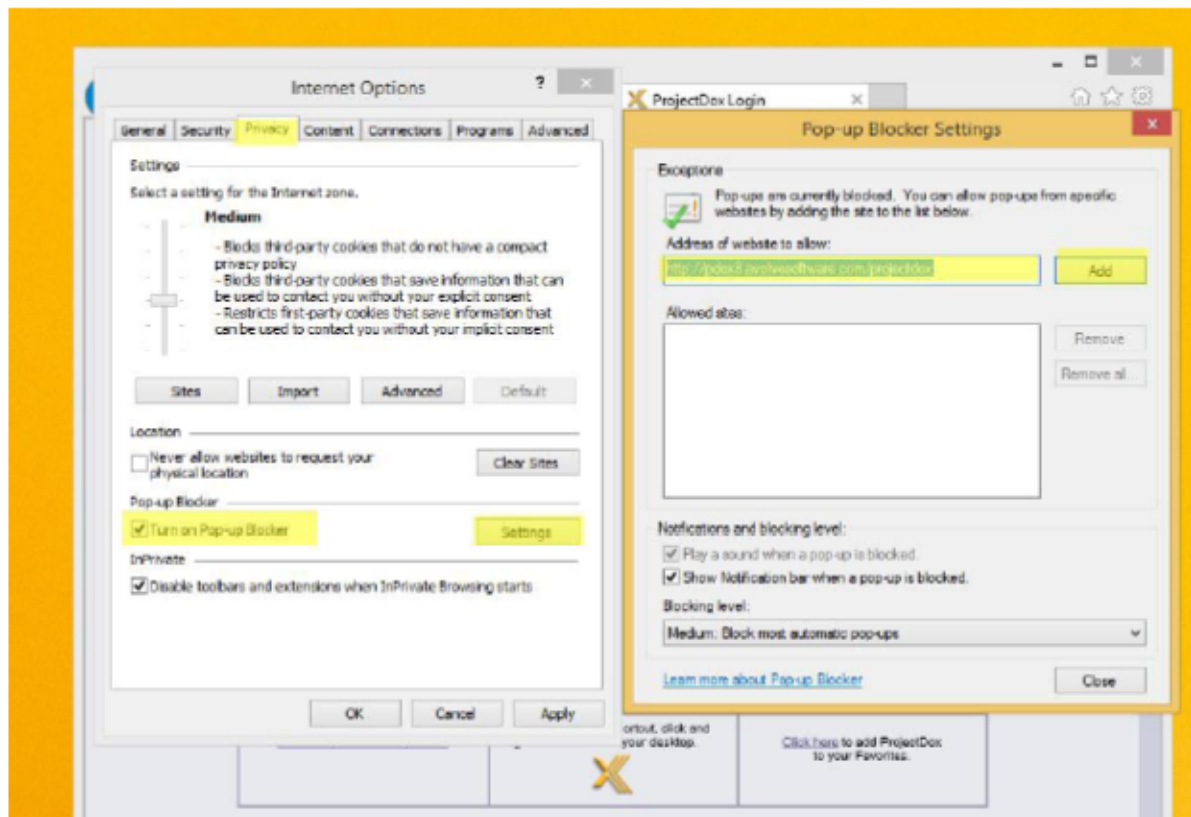

Q.   I've entered my project but can't open files, upload files, or see any comments. What do I do now?

A.   New users/computers must Install ProjectDox Components ProjectDox© Components/ Active X Controls/ Brava Viewer prior to using the system. First you need to lower the UAC settings prior to installing ProjectDox components; the settings may be changed back after the installation.

Disable UAC on Windows Vista

Open up Control Panel, and type in "UAC" into the search box. You'll see a link for "Turn User Account Control (UAC) on or off":
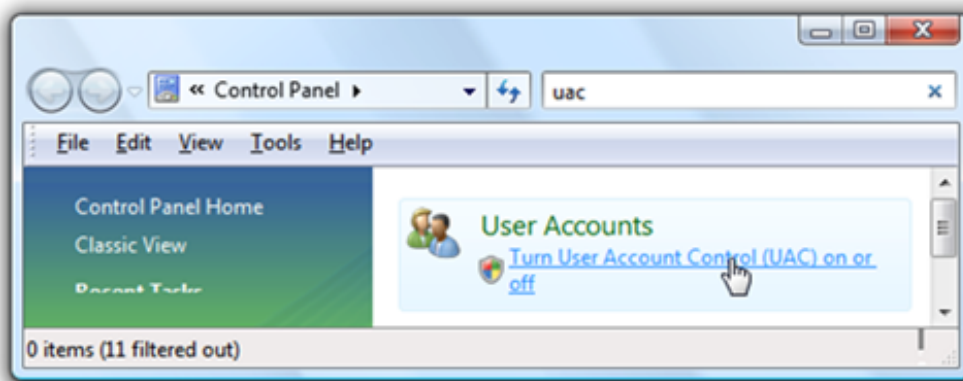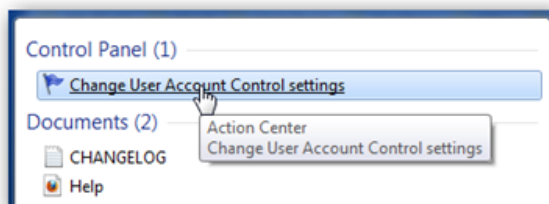
On the next screen you should uncheck the box for "Use User Account Control (UAC)", and then click on the OK button.
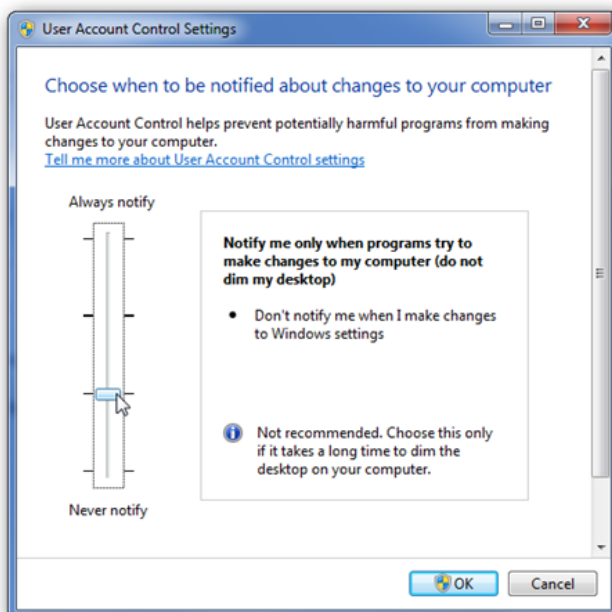

Disable UAC on Windows 7

Windows 7 makes it much easier to deal with UAC settings, and in fact you don't have to completely disable UAC if you don't want to. Just type UAC into the start menu or Control Panel search box.

You can simply drag the slider up or down, depending on how often you want to be alerted.

If you drag it all the way down to the bottom, you'll have disabled it entirely.

Electronic Plan Review
COG Engineering Department
April 2014

ProjectDox Client Components

Sometimes users encounter errors or issues as a result of incomplete installation of the client components. This is often caused by permissions issues. The instructions below have proved useful in resolving the security/permissions issues and getting a successful installation. (The account executing these steps will need administrative privileges on the computer).

If the operating system is Vista or Windows 7, the user will need to turn OFF UAC first. Additionally, if using IE 8, will need to turn off protected mode. (apparently turning of UAC in Windows 7 also disables protected mode for IE8)

Turning Off UAC in Windows Vista and Windows 7

The following link explains how to control UAC in Windows Vista and in Windows 7.   You'll only need the first few directions and screen shots, the rest is blog. **NOTE: After making the change in UAC, you must reboot the PC for it to take effect.**
http://www.howtogeek.com/howto/windows-vista/disable-user-account-control-uac-the-easy-way-on-windows-vista/

Turning off Protected mode in IE8

The next link explains turning off protected mode in IE8 (apparently turning off UAC in Windows 7 also disables protected mode for IE8)
http://www.sevenforums.com/tutorials/63141-internet-explorer-protected-mode-turn-off.html

Installing ProjectDox Client Components

After ensuring the above steps are completed, install the client ProjectDox components from the link on the login page. NOTE: If you use the iMarkup plug-in, you'll also need to uninstall and reinstall it (with UAC turned off). This should resolve the problems related to permissions and security. You can test for successful installation by downloading and or viewing files in ProjectDox. iMarkup plug-in users should test that functionality as well. Once the components are successfully installed, you can turn UAC back on.

If the above steps do not resolve the issue -

You'll need to do a clean uninstall and reinstall of the client components by following these steps:
Remove ALL ProjectDox components on the client:
1. Check for presence of program, and remove if found, using either a. or b. depending on version of operating system your are using:
    a. VISTA, Windows 7 - Using Control Panel (in classic view) -> Program Features, if ProjectDox Components is listed then REMOVE
    b. XP – Using Control Panel -> Add/Remove Programs, if ProjectDox Components is listed then REMOVE
2. In Internet Explorer (Internet Options->Browser History->Settings->View Objects - remove anything Brava, ProjectDox, or Xupload).
3. After the above is completed, delete these directories and their contents: **IGC** (in Windows Vista or 7, do a search for the filename IGC to locate, then delete)
    a. In XP Documents and Settings->User Account->**IGC**
    b. In XP Program Files->Avolve->**Components**).

(Again, if Vista or Windows 7, UAC must be OFF for the following to work):
You can reinstall the ProjectDox components by clicking on the link on the login page

Once the components are installed, you can turn UAC back on.